SB 1045 CALCULATION

Senate Bill 1045 [2002] authorizes state departments to engage in inclusive public sector outreach and recruitment programs.

To complete the underrepresentation calculation referenced in this bill, representation in entry level classes must be compared with racial/ethnic and gender representation in the general California civilian labor force. If the representation in the state classification is lower than the representation in the civilian labor force, departments can determine whether the difference is meaningful or due to chance factors.

To assist departments with the SB 1045 calculation, the State Personnel Board is providing the following:

1. Data on the racial/ethnic and gender representation of state classifications, by department available on MIS Report 5102 at http://www.spb.ca.gov/mis/indexrd.cfm.

2. A downloadable *SB 1045 Worksheet* *http://www.spb.ca.gov/eeo/eeord.cfm*. This is an Excel worksheet that is programmed to compare state workforce data with California civilian labor force data [included on the worksheet] and compute whether the difference is statistically significant.

3. Downloadable instructions for completing the *SB 1045 Worksheet.* **(See Below.)**

Instructions for Completing the SB 1045 Worksheet

PART I: Comparison Between State Class Representation and California Labor Force Representation

Complete one or more *SB 1045 Worksheet* for each entry-level class used by the department. The worksheet is an Excel worksheet that has been programmed to automatically compare racial/ethnic and gender representation of state job classifications and general California civilian labor force.

Step #1: Determine the racial/ethnic and gender representation of the entry-level classification. This information is available on MIS Report 5102 at http://www.spb.ca.gov/mis/indexrd.cfm.

Step #2: Enter the class representation data on the worksheet.

Step #3: Identify the racial/ethnic and gender groups where state representation is less than California labor force representation. The minus numbers on the "Difference" row will indicate this. These are the "groups of interest".

PART II – Test of Statistical Significance

Complete a separate worksheet for each "group of interest" identified on the "Difference" row in Part I.

Step #4: In box "a", enter the number of department employees in the group, in the class from Part I.
Step #5: In the "Totals" box, enter the total number of department employees in the class from Part I. The program will automatically fill in box "b".
Step #6: In box "C", enter the number of persons in the group of interest in the California labor force. The total number in the California labor force has already been entered in the "Totals" column. The program automatically fills in box "D" and computes the deficiency in the group of interest.

When all the boxes have been filled, the Excel program automatically computes the Z Test of statistical significance. A Z value of 1.65 means that the state deficiency in the group of interest is statistically significant at the .05 level of statistical significance. This means that there is only a 5% probability that the deficiency is due to chance. A conclusion that the deficiency is meaningful is supportable and there is justification for including focused recruitment as part of an all-inclusive, general recruitment effort.